



PIERCE COUNTY HOUSING AUTHORITY

603 South Polk Street, Tacoma, WA 98444 | 253-620-5400

MINUTES FOR THE JANUARY 25TH, 2023 ANNUAL MEETING
OF THE BOARD OF COMMISSIONERS

Date: Wednesday, January 25th, 2023

Location: PCHA Building B
& Hybrid Via Zoom

In Attendance: Chairperson Mark Martinez
Vice Chairperson Narva Walton*
Commissioner Blaksley*
Commissioner Miller*
Commissioner Stewart*

Also in Attendance: Jim Stretz, Executive Director
Tina McLeod, Director of Operations
Sean McKenna, Director of Project Management*
Tamara Meade, Director of Supported Housing*
Victor Lovelace, Director of Maintenance
Riley Guerrero, Administrative Coordinator
Catrina Galicz, CPA*

*In Attendance Via Zoom

Chairperson Martinez called the meeting to order at 3:40 PM.

Chairperson Martinez asked the Secretary to call the role. All members were present, with the exception of Commissioner Blaksley, who arrived at 3:43 PM.

Chairperson Martinez asked for nominations for Vice Chairperson of the PCHA Board of Commissioners. Commissioner Stewart nominated Commissioner Walton. Commissioner Miller

seconded the nomination.

Chairperson Martinez asked for nominations for Chairperson of the PCHA Board of Commissioners. Commissioner Stewart nominated Chairperson Martinez. Commissioner Miller seconded the nomination.

Chairperson Martinez asked that the Board consider electing the commissioners by acclamation, as there was only one nominee for each position. Commissioner Miller so moved. Commissioner Stewart seconded the motion.

Chairperson Martinez was acclaimed to the role of Chairperson for the year 2023. Vice Chairperson Walton was acclaimed to the role of Vice Chairperson for the year 2023.

Vice Chairperson Walton asked to no longer serve on the Finance Committee and nominated Commissioner Miller to sit in her place, if he did not object. He did not. Commissioner Stewart seconded the nomination. The Finance Committee consists hereafter of Commissioner Stewart and Commissioner Miller, and will meet on the Tuesday prior to the monthly Board Meeting.

Chairperson Martinez requested volunteers for the Audit and Accountability Committee. Chairperson Martinez asked to take an active role on the committee. Commissioner Stewart nominated Commissioner Blaksley, should she not object. She did not. The Audit and Accountability Committee consists hereafter of Chairperson Martinez and Commissioner Blaksley, and will meet quarterly, or as needed.

Chairperson Martinez asked that the Board consider a motion to adjourn the Annual Meeting of the Board of Commissioners and begin the Regular Meeting of the Board of Commissioners. Commissioner Stewart so moved. Commissioner Miller seconded the Motion.

A vocal vote was taken with the following results:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Annual Meeting of the Board of Commissioners was adjourned at 3:50 PM.



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MINUTES FOR THE JANUARY 25TH, 2023 REGULAR MEETING
OF THE BOARD OF COMMISSIONERS

Date: Wednesday, January 25th, 2023

Location: PCHA Building B
& Hybrid Via Zoom

In Attendance: Chairperson Mark Martinez
Vice Chairperson Narva Walton*
Commissioner Blaksley*
Commissioner Miller*
Commissioner Stewart*

Also in Attendance: Jim Stretz, Executive Director
Tina McLeod, Director of Operations
Sean McKenna, Director of Project Management*
Tamara Meade, Director of Supported Housing*
Victor Lovelace, Director of Maintenance
Riley Guerrero, Administrative Coordinator
Catrina Galicz, CPA*

*In Attendance Via Zoom

Chairperson Martinez called the Regular Meeting of the Board of Commissioners to order at 3:50 PM. All members were present.

Chairperson Martinez called for public comment. None was given.

Chairperson Martinez asked the Board to consider a motion approving the minutes of the regular board meeting held on December 28th, 2022. Commissioner Miller so moved. Commissioner Walton seconded the motion.

A vocal vote was given with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez then asked for the Board to consider a motion to approve the cash disbursements totaling \$3,581,840.35. Commissioner Stewart so moved. Commissioner Blaksley seconded the motion. The floor was opened for discussion.

Commissioner Miller inquired as to the nature of accounts marked “inactive” on the check register. Tamara Meade answered that these accounts had undergone changes in management in the previous tracking system, which had given them the title in the conversion process, but that they were still active landlords.

Commissioner Miller inquired as to an entity known as “Property Borrower” on the check register. Tamara Meade answered that it was the business name of a landlord entity known also as Invitation Homes.

Commissioner Miller inquired as to a charge for consultants. Catrina Galicz, CPA, answered that the charge was routine for year-end requirements.

With discussion concluded, a vocal vote was taken to the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chairperson Martinez asked the Board to table Resolution 1923 until after an Executive Session at the close of the meeting.

Chairperson Martinez asked for the Board to consider a motion to pass Resolution 1924, to approve the amended 2023 Annual Plan. Commissioner Miller so moved. Commissioner Stewart seconded the motion.

Director Sean McKenna explained that the Deputy Director of the Special Applications Office

had been sent the packet and approval was expected very soon. Commissioner Miller offered his congratulations. Director Sean McKenna explained the small corrections that were needed to resubmit the annual plan.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commissioner Martinez asked the Board to consider a motion to pass Resolution 1925, to approve the draw down of the 2021 Capital Fund into the Operating Fund. Commissioner Walton so moved. Commissioner Stewart seconded the motion, and the floor was opened for discussion.

Commissioner Stewart asked how many units were currently unoccupied. Director Sean McKenna answered that two units were vacated.

Commissioner Stewart asked how many staff were starting on the project. Director Sean McKenna answered that there would be one staff member starting on February 1st, and that the second staff member would not be extended an offer to begin until after the approval had been sent through. Director McKenna elaborated that the funding he was requesting be moved from the Capital Fund to the Operating Fund could still be used for much of the same project types in Operating.

Commissioner Miller inquired as to the PCHA Homeownership Program. Director Tamara Meade explained the nature of the PCHA 8-year and 5-year homeownership programs, which utilized PCHA as a “silent second” partner in the acquisition of homes and would not be able to accomplish the goals of the Disposition. Director McKenna elaborated that there was a distinction between the 8-Year/5-year programs and the Family Self Sufficiency Program, which does not use PCHA as a silent partner, has more participants, and will be utilized in the Disposition process.

Commissioner Miller inquired as to the options for increasing homeownership among disadvantaged populations in the Disposition process. Director McKenna answered that, given the process by which PCHA has agreed to sell the homes, that participants in our programs are given first option, and that the effort will be made to prioritize them. Commissioner Miller inquired as to targeting specific populations for the program, such as Black homeownership. Director McKenna answered that PCHA is only able to give priority sale to the people already participating in PCHA programs due to the nature of Disposition, but would advocate that community organizations serving BIPOC communities apply during the negotiated sale portion

of the process. Commissioner Walton volunteered to help spread the word, and serve as an educator. Commissioner Blaksley also volunteered as an educator.

Commissioner Miller asked whether the FSS program could be expanded to accommodate more people. Director Meade answered that the FSS program was determined by HUD funding and was given on allocation based on the number of participants already in the program, and revisited every two years. As PCHA just received funding to expand the program in 2023, the next opportunity for expansion would be 2025. Commissioner Miller explained that he would hope to find an opportunity for philanthropic dollars to augment the program. Director Meade replied that though any additional funding would be welcome, she would have to investigate how to incorporate them into a federal program.

Commissioner Martinez reminded the Board that there was a motion present on the table for vote. Director Meade provided corrected numbers for the motion. Chairman Martinez asked the Board to proceed with the motion and the amendment.

A vocal vote was taken with the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Executive Director Jim Stretz presented an opportunity to travel to Washington DC to attend the NAHRO at 90 Advocate in Person event on behalf of PCHA. Commissioner Walton inquired as to whether it was a regular event attended by the Board. Chairperson Martinez answered that prior to COVID and the embezzlement, it was. Chairperson Martinez encouraged the Board to attend.

In the Strategic Focus of Staffing, Director Meade shared that PCHA is the 29th in the nation and 4th in the state for EHV utilization. PCHA is fully utilized on all 62 of its Emergency Housing Vouchers.

Executive Director Stretz shared that PCHA received a grant of \$1.1 million in set-aside HAP expenses. This grant will provide the means to increase voucher holders by roughly 600 households over the course of 2023.

Commissioner Miller inquired as to whether PCHA would be putting out a press release to share the news of this event given the negative reporting surrounding the affordable housing crisis. Executive Director Stretz answered that PCHA was working toward increasing its presence with press, and would consider putting out a release. Commissioner Miller advocated that PCHA make it a priority to release news about the grant. He asked the Commissioners take a straw vote for consensus as to whether it would be reasonable for PCHA to spend between \$5,000

and \$10,000 on a PR firm to receive the most possible recognition.

Commissioner Martinez and Stewart agreed. Commissioner Walton answered that she would not disagree with the premise, but that it was a wide range to spend and that PCHA could potentially do the same quality of release in-house. Commissioner Miller reiterated his desire to generate headlines on the grant.

Commissioner Miller also noted that upon reflection on the full calendar of Strategic Focuses approved by the Board in September, he would prefer the Board not be asked to cover review topics, such as programs or maintenance projects. He asked if it would be possible for the Board to generate its own strategic focuses, as he found the Board Meetings to largely consist of review or operational topics. Commissioner Walton answered that as the staff had resigned its reports only to written packets, the topics of discussion being offered at the Board Meetings were at the indulgence of the Board itself. Commissioner Walton sent a “thumbs-up” in agreement.

Commissioner Miller asked if it would be possible for the Board to generate topics to the Secretary to be included in the Board Packet. Executive Director Stretz agreed, and Director McKenna added that there would be more opportunities for strategic planning as the Five-Year Plan was due at the end of the year. Vice Chairperson Walton asked if it was important for members of staff to be present for these strategic discussions, if they did not have much that was required for them to say. Directors McLeod, Lovelace, and Meade answered that the institutional knowledge was valuable and they would still stay for these discussions, and noted that as the Board Meeting is an open and public meeting, it is the right of staff members to attend, just as it is the right of the general public. There are also administrative duties that require certain staff to remain until the end of the meeting.

An Executive Session was called at 5:25 to discuss the performance of a public employee.

The Regular Meeting resumed at 6:15 PM.

No vote was taken on the tabled Resolution 1923.

Commissioner Martinez asked the Board to consider a motion to adjourn. Commissioner Miller seconded the motion.

A vocal vote was taken to the following result:

	In Favor	Opposed	Abstain	Absent
Commissioner Blaksley	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Stewart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chairperson Walton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairperson Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting was adjourned at 6:17 PM